



Recycled and Environmentally Preferable Products and Services Guide

Massachusetts
Statewide Contracts
Operational Services Division

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Introduction

The Commonwealth of Massachusetts, through a coordinated effort at the Operational Services Division (OSD), made great progress in their Environmentally Preferable Products (EPP) Procurement Program during Fiscal Year 2005, expanding their purchases of products made with recycled content and adding purchases of EPPs, such as those which diminish energy consumption or reduce the amount of toxics. Many agencies and political subdivisions also initiated their own efforts to procure these goods, as a means of stimulating markets for raw materials and encouraging local economic growth.

This Guide has been prepared by OSD, in cooperation with the Executive Office of Environmental Affairs and Department of Environmental Protection, in an attempt to assist Commonwealth agencies and political subdivisions in identifying and procuring products made with recycled content and having other environmentally preferable attributes. The products and services listed in this guide are those which appear on Commonwealth statewide and limited user contracts and which are available to all state agencies and political subdivisions.

In addition to the products on statewide contracts, there are many other recycled and EPPs available to Commonwealth purchasers. Individual agencies interested in learning more about EPPs not listed here, or desiring help in purchasing these goods, should contact the OSD staff for assistance, or consult the OSD environmental web page on the Internet (www.mass.gov/epp). Future editions to this Guide will include other EPPs as they become available.

New EPPs are constantly becoming available through statewide contracts. OSD encourages agencies and political subdivisions to inform the agency of any recycled and other environmentally preferable products they believe should be part of a statewide price agreement.

The Guide Has a New Look!

The *Recycled and Environmentally Preferable Products and Services Guide to Massachusetts Statewide Contracts* is now updated on a page-by-page basis and is produced to be stored in a three-ring binder.

Why did we choose this format?

- **More frequent and timely updates.** Historically, to update the guide we had to reprint it in its entirety, a labor-intensive and costly thing to do. That's why updated versions of the Guide were published two or three times a year. Now we are able to reissue separate pages of the publication and make them available to you immediately on our website. All you will need to do is to replace the old pages with the new ones.
- **Saving paper.** Since updates to the Guide typically affect only selected pages while the bulk of the publication remains the same, this design allows us not to waste paper reprinting the entire book two or three times a year to keep it updated.

How do I get updates?

- **Step One.** Register for our newsletter at www.mass.gov/epp/newsletter_form.html. The newsletter will notify you when an update is published and will always provide a link to the update.

Or just check out the Reports and Handbooks page of our website www.mass.gov/epp/material.htm.
- **Step Two.** Download the update from our website.
- **Step Three.** Replace the old pages of the Guide with the new pages.

What if I don't have Internet access?

Call Marcia Deegler, Environmental Purchasing Program Manager, at (617) 720-3356 and the update will be mailed to you.

OSD environmental contacts are:

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How to Use this Guide

This Guide contains an **alphabetical listing** of all the products and services that involve recycled content or have other environmentally preferable features available on Massachusetts Statewide Contracts. For each of the products/services listed, the Guide provides:

- A summary of the items with recycled content or other environmentally preferable features,
- Contract number,
- List of contractors (i.e. vendors on contract),
- Contract expiration date
- OSD Procurement Team Leaders (PTLs) or other contacts.
- Actual product pricing (where possible)
- Sources of additional information/tips for using the contract.

Please keep in mind that **sometimes partial awards are made to vendors**, which means each vendor listed may not offer all the items included in the contract. As public purchasers, you have the option to buy from any of the vendors listed.

The Guide also provides **introductory information** on purchasing environmentally preferable products and accessing statewide contracts (e.g. using the Commonwealth Procurement Access and Solicitation System, writing green specifications, etc.

OSD's Environmentally Preferable Products Procurement Program Services Available to Massachusetts Public Purchasers



The Environmental Purchasing Program provides a number of services for state agencies, municipalities, authorities and other political subdivisions assisting them in buying environmentally preferable products.

Receive free EPP publications!

- Get a copy of the *Recycled and EPPs Guide to Massachusetts Statewide Contracts*.
- Check out the program Fact Sheets: from paper and office supplies to water treatment technologies.
- Subscribe to the email *EPP Buyer Updates*, which provide up-to-date information on current contracts, new products and events.

Add our website to your favorites: www.mass.gov/epp

- See up-to-date contract information
- Access product and service resources
- Link to all EPP contract pages on Comm-PASS
- Download all our publications
- Subscribe to the EPP Buyer Update newsletter
- Apply for the Pilot Purchase Program and Buy Recycled Awards



Meet vendors! Ask questions! Get free samples!

Visit the **Annual Buy Recycled and EPPs Vendor Fair and Conference every fall in Worcester, MA!** The EPP Vendor Fair is the program's signature event. Every year, it brings together over 800 buyers, and environmental and business managers from state agencies, county and municipal governments, public schools, colleges and universities. The program includes over 110 EPP vendor exhibits, dynamic workshops and roundtables. Use this unique opportunity to learn about the growing variety of EPPs available in the market, meet their suppliers and those who are already buying these products!

Host a workshop!

- Ask OSD's EPP staff to come in and deliver a workshop or a short presentation at your meeting introducing your staff to green products, their benefits and ways to save.

Test products!

- OSD's Promotional Pilot Program offers public agencies opportunities to test EPPs at a fraction of the cost. The pilots available for the year are presented at the Annual Buy Recycled and EPP Vendor Fair and Conference every fall.

Win an award!

- Every year, the Program awards state agencies, municipalities and businesses for outstanding efforts in purchasing EPPs.

Using Massachusetts Statewide Contracts

A Guide for Political Subdivisions

Purpose and Benefits of State Contracts

- Statewide contracts or Price Agreements offer Commonwealth purchasers a means of procuring quality, or “**best value**” goods and services easily and efficiently.
- Because the specification writing, bidding, and evaluation have been done for you, as well as an award based on volume purchases, state contracts should represent a considerable **time and cost savings**.
- Because the product and/or service research (and often product testing) has been done for you, the goods you purchase are more likely to perform well, and offer adequate warranties.
- Currently **hundreds of EPPs are available** through Statewide Contracts, offering products made with recycled content, are energy efficient, or provide some other environmental benefit. You are encouraged to take advantage of these contracts in starting or expanding your environmental purchasing programs.

Who is Eligible to Use State Contracts?

- In addition to all state agencies, these contracts are available to **independent authorities, municipalities, and all other political subdivisions**, and other eligible entities (such as approved purchase of service entities), **regardless of geographic location**. These entities include all municipal departments, municipal and/or county purchasing cooperatives, state colleges and universities, and public schools/districts.
- **Chapter 30B Entities** - Buying Recycled is not precluded under Chapter 30B according to the Office of the Inspector General for the Commonwealth: “*Cities, towns, and other local government bodies that have decided to purchase paper and other products made from recycled materials need not hesitate to do so, even if similar non-recycled products are available at a lower price*” (OIG Procurement Bulletin, March, 1998).

Purchasing from State Contracts

- Simply call the vendor of choice as listed in the guide and place your order. You will need to reference the contract name and number. Prices are frequently established within contracts, although sometimes prices will be identified as a catalogue discount, or must be requested on a case by case basis.
- Unless the contract allows for a delivery charge, vendors must deliver to all parts of the state at no extra charge. In some contracts, minimum orders may apply.

Who Should Political Subdivisions Contact for Questions or More Information?

- You may also call the procurement team leader (PTL) or either of the environmental purchasing contacts indicated on the contract page of this guide.
- **Comm-PASS** can be accessed by anyone with an Internet connection. (See details on the upcoming page).

OSD Home Page and Enhanced Comm-PASS

The Commonwealth Procurement Access and Solicitation System (Comm-PASS, www.Comm-PASS.com) and OSD's Home Page (www.mass.gov/osd) can be useful tools for accessing contract information. Recently, the two sites have been redesigned. The changes aimed at expanding the scope of services and information available from the sites and enhancing the user experience. All the functionality available from the old Comm-PASS continues to be available, with a host of additional useful features!

A Brief Tour of the OSD Homepage

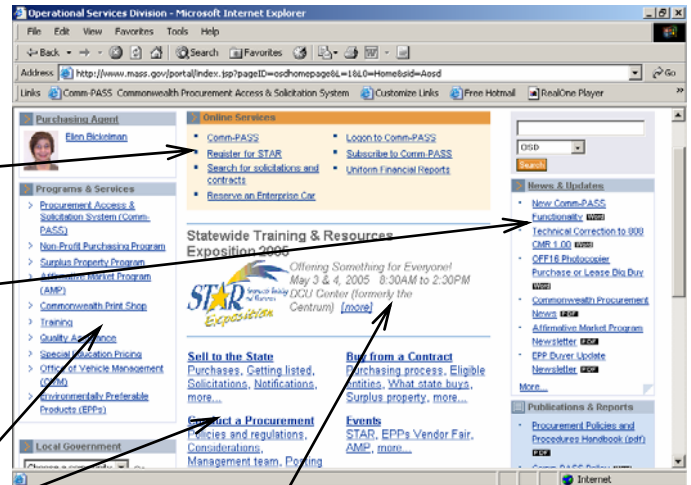
The new OSD website is composed of several modules/"boxes" that are organized by theme/function:

Look for links to Comm-PASS and attendee registrations for the EPP Vendor Fair and the State Training and Resources (STAR) Exposition under "**Online Services.**"

The "**News and Updates**" section contains links to OSD's newsletters *OSDiscussions* and *EPP Buyer Update*, EPP events, and other new information of interest.

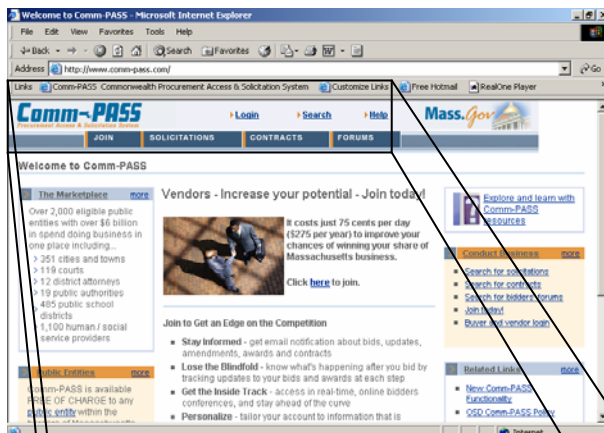
The site also presents two ways of browsing all OSD information:

- By "**Program and Resource**" or as usual
- By user intention.



In the center of the OSD front page you will find a periodically updated **feature story**.

Zooming in on Enhanced Comm-PASS



The **Solicitations** button allows you to browse **solicitations** – open or closed - by department or goods or services category.

Enhanced Comm-PASS not only looks new, but also offers a variety of new powerful features:

- **Free posting access** for every MA public purchasing entity.
- **Enhanced search functions** for finding the documents you need,
- **More refined goods and services categories** for easy browsing,
- **Efficient wizards** for creating new solicitations and contracts,
- **Ability to customize Comm-PASS** to follow your organization's business process.

This tool reflects OSD's years of experience in conducting and managing procurements. We invite you to make Enhanced Comm-PASS to be your procurement tool of choice!

The **Search** feature allows you to easily find a solicitation or contract you need by keyword, document number, etc.

The **Contracts** button allows you to browse **contracts** – active or inactive - by department or goods or services category.

Searching for a Contract by Contract Number

The new Comm-PASS system provides expanded searching capabilities, making it easy to find the contract(s) you need in just a few simple steps. To locate a specific contract in this Guide, please follow the steps below:

- 1) Go to www.Comm-PASS.com
- 2) Select the "Search" menu option
- 3) Access the "Search for a Contract" page
- 4) On the "Search for a Contract" page:
 - Under "Document Number" enter the contract number found in a shaded box at the top of each product/service record in this Guide
 - Under "Document Status" select "Active"
- 5) Click on the **search results link** that appears above the search form.
- 6) On the following page click on the "eye-glasses/view" icon.
- 7) On the contract "Summary" page access vendor contact information by clicking on "Vendors" tab and OSD Update by clicking on "Forms&Terms" tab.

Comm-PASS Tips

- **Do not use the "Back" button of your browser.** Instead use the "breadcrumb" links that appear at the top of the screen just underneath blue Comm-PASS main menu.
- **Comm-PASS makes a distinction between solicitations and contracts.** Here are what these terms mean in the "Comm-PASS parlance":

A **solicitation** is a Comm-PASS record associated with an RFR, RFP or other document posted for vendors to respond. A vendor can respond to a solicitation while it is **open** and cannot once it is **closed**.

A **contract** is a Comm-PASS record associated with a contract or contracts signed with vendors for providing goods or services. One can use a contract for purchasing while it is active, and can no longer do

Searching for All Statewide Contracts in a Specific Category

If you are looking for all statewide contracts in a specific category, it is also easy to do using a simple shortcut. OSD and its designees issuing statewide contracts use the same numbering convention, which includes a three-letter code denoting the product or service category. To find all active statewide contracts in a specific category follow these steps:

- 1) Get to the "Search for a Contract" page on Comm-PASS following the steps above.
- 2) On the "Search for a Contract" page. Under "Document Number" enter one of the three-letter codes from the table below. Under "Document Status" select "Active"

Code	Category Description	Code	Category Description
ANI	Live Animal	ITC	IT Hardware
CLT	Clothing/Toiletries	ITS	IT Software & Services
ENE	Energy/Fuel/Utilities	ITT	Telecommunications
FAC	Environ. Services	LAW	Safety/Enforcement/Protection
FAC	Facility Maintenance/Repair	MED	Healthcare
GRO	Food/Groceries	OFF	Office/Recreation/Education
HSP	Healthcare	PRF	Professional Services
HSS	Human/Social Services	VEH	Vehicles/Transportation/Road Maintenance

Tips on Writing Green Specifications

If you chose not to use a statewide contract for a particular commodity, here are some tips to keep your buy recycled program on target:

Simple Revisions to Your Current Specs May Be All You Need

No need to sacrifice quality when buying EPPs. Just be sure your **specifications are based on performance**, not aesthetics(e.g. stringent color limitations) and eliminate wording that may preclude recycled or EP products, such as “virgin paper only”

Talk to Vendors

- Talk to your current suppliers to learn about what recycled products are available and reasonable standards for post-consumer recycled content (also, see the Resources page of this guide)
- Ask vendors to provide information on availability and pricing of EPPs in their bid responses

Build in Flexibility

- You can build flexibility into your bid specifications by giving manufacturers and suppliers an opportunity to provide “**alternative products**”. The alternatives may contain recovered materials and meet your needs. This enables you to award only EPPs if desired, or offer buyers a choice of options
- Include a **price preference** in your bid for products with recycled content
- At the very least, include a **request for information** in your bid that will provide you with data on availability and price for future purchases(e.g. information on chlorine free paper)

Include Definitions

- Include standard definitions of what you mean by such words as recycled, recovered materials, remanufactured (see the Appendix of this guide for help, or call the OSD contacts)

Hold a Pre-Bid Conference

- A pre-bid conference provides an opportunity for industry representatives to help you amend specifications and bid documents to enable recycled products to compete

Avoid Awarding Bids on an All-Or-Nothing Basis

- As recycled product vendors may be able to supply some, but not all of the products you request, provide a method for either **partial awards** to more than one vendor, or awards by product grouping, or categories

Advertise Bids Widely

- Expand your bidder’s list to include recycled product manufacturers and use the Internet when possible

Service Contracts

Grow your environmental program by enlisting the help of your **service contract vendors**. When bidding service contracts, or working with current vendors, encourage or require those vendors to use products, which contain recycled materials or are environmentally preferable. For example:

- **Janitorial service providers should be required to use only recycled paper towels** which contain a minimum of 40% post-consumer content and recycled toilet paper which contains a minimum of 20% post-consumer content
- Ask janitorial contractors to provide **less-toxic cleaner** options for your facility
- Food service vendors should be required to use **only paper products with recycled content**, including paper towels(see above for content) and napkins which contain a minimum of 30% post-consumer content; also, include specifications which encourage recycled content trash liners and the recycling of cardboard, glass, steel and plastic containers
- Request whenever possible the use of **unbleached, or non-chlorine bleached paper products**

Recycled Product Purchasing Policy

“Closing the Loop”

Recycling does not end at the curbside and office “blue bin” - it begins there. Only by **purchasing** products manufactured with recycled content can communities create and stimulate markets for the recyclable materials collected. Both the Federal Government and Commonwealth of Massachusetts have recognized the importance of buy recycled efforts by making a commitment to purchase a number of targeted products that contain a designated level of post-consumer recycled content (e.g. copy paper, envelopes, janitorial paper goods). Buying recycled is the critical link in closing the recycling loop.

Purpose of a Written Policy

Establishing a successful Buy Recycled Program is a several-step process involving vendors, users and procurement officials. Experience tells us that many existing programs began with a written buy recycled policy that offers guidelines and clearly defines the purpose and goals of the effort. A written policy demonstrates a strong commitment, serves to break down the traditional barriers of buying recycled and, overall, and generates greater recognition and support for the program.

Many Massachusetts communities (see box) have already taken the lead in adopting a formal written buy recycled purchasing policy as part of their recycled procurement programs. A policy can be anywhere from two sentences to several pages, depending on the level of detail a community chooses to address. Assistance for drafting a buy recycled policy and copies of policies already in place in Massachusetts can be obtained from the contact listed below.

Municipal Buy Recycled Policies

Close to 300 municipalities that have written policies.

Cambridge	Springfield
Waltham	Somerville
Chelmsford	Wesport
Maynard	Brookline
Sudbury	Pittsfield

(above are just a few examples)

Steps to a Successful Buy Recycled Program

Step 1 - Drafting a Buy Recycled Policy

- **Obtain a commitment from the “top”** - Getting support from the leaders of your community or organization is one of the most important steps you can take to ensure the success of your program. For cities and towns this may be the Mayor, Town Manager or Board of Selectmen. Such an endorsement will go a long way in overcoming much of the resistance you may encounter in implementing a buy recycled program by making clear that the program is to be a “team” effort with the full support of top officials.
- **Writing the Policy** - Use broad language which encourages the procurement of recycled products whenever feasible and when cost, performance and availability are not compromised. In determining where best to focus your efforts, take a look at what others are doing; target specific products that are widely available and cost competitive, such as paper, toner cartridges, paint and oil; consider a price preference; and use statewide contracts whenever possible(see below).

Step 2 - Using State Contracts -- Because the specification writing, bidding, and evaluation have been done, as well as an award based on volume purchases, state contracts should represent a considerable time and cost savings. Currently there are over two dozen Massachusetts state contracts that offer recycled products, including copy paper and office supplies, envelopes, janitorial paper products, toner cartridges, trash bags, traffic control devices, boxes, bins, antifreeze, re-refined oil, office panels, paint and printing services. Call the Operational Services Division (OSD) for a Recycled Products Guide of state contracts.

Step 3 - Communicate Your Efforts -- Get the word out! Most people want to do the right environmental thing. Let them know that you are establishing a buy recycled program and be sure to elicit the support of others, such as recycling coordinators, school teachers and students, conservation commission members, environmentally aware area businesses, etc. during the drafting and approval process as well as afterwards. Think about getting a memo from the Mayor to all departments, consider hosting a workshop (OSD can help you set this up), include an article in municipal newspapers or newsletters, and apply for OSD’s annual buy recycled award.

For assistance on Buy Recycled issues, please contact Marcia Deegler, OSD, (617) 720-3356, marcia.deegler@osd.state.ma.us or Dmitry Nikolayev, OSD, (617) 720-3351, dmitriy.nikolayev@osd.state.ma.us. Mailing Address: One Ashburton Place, Room 1017, Boston, MA 02108-1552.



Draft Model Recycled Product Procurement Policy

Basic Policy

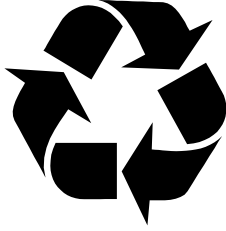
In recognition of the need to make more efficient use of our natural resources, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, and serve as a model for private and public institutions, the City/Town of _____ is committed to purchasing products which are environmentally preferable and/or made of recycled materials whenever such products meet quality requirements and are available at reasonable prices and terms.

To the maximum extent practicable, the following standards should be adhered to:

- a) For all purchases of printing and writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, tablets, notepads and file folders, the minimum content standards shall be no less than 30% post-consumer recycled materials to meet the current state and federal minimum standards.
- b) Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.
- c) For the purpose of measuring the progress of the program and success in meeting the recycling goals of the Commonwealth, each department shall report purchases of recycled products to the Town Manager (or other appropriate municipal chief/ board) on July 30 for the previous fiscal year.

Options to Add to the Basic Policy

1. Any deviation from the standards under part “a)” above must be approved by the Town Manager (or other appropriate municipal chief / board). The decision not to procure recycled content printing and writing paper meeting these standards shall be based solely on a determination that a satisfactory level of competition does not exist, that items are not available under a reasonable time period, or that items fail to meet reasonable performance standards or are only available at an unreasonable price.
2. Consider targeting additional items to be purchased only with recycled content, such as, but not limited to, janitorial paper products, paint, remanufactured toner cartridges and office(cubicle) panels, office supplies, trash bags, energy efficient office equipment, re-refined oil and anti-freeze. (This can be done in the initial policy, or added afterwards). To secure these products, departments should consult the Commonwealth of Massachusetts Recycled Products Guide for State Contracts, published by the Operational Services Division and shall adhere to EPA Recommended Affirmative Procurement Guidelines whenever practicable.
3. Each department shall implement paper reduction techniques through the use of duplexing, sharing and circulating materials, use of electronic mail, and reuse of discarded paper for draft work, scrap paper and internal messages.
4. The head of each city/town department should incorporate waste prevention and recycling in daily operations and should work to expand markets for recovered materials through greater preference and demand for recycled products and by revising current purchasing specifications to encourage and promote their purchase.
5. Town departments shall implement a price preference (10% if possible) to encourage the procurement of recycled and environmentally preferable products.
6. The City/Town shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations wherever practicable.



Definitions

Include These in Your Bid Language to Clarify Environmental Specifications

Environmentally Preferable Product (EPP) - A product or service that has a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products or services may include, but are not limited to, those which contain recycled content, minimize waste, conserve energy or water, and reduce the amount of toxics either disposed of or consumed.

Energy Star is a Federal standard applied to office equipment for the purpose of rating the energy efficiency of the equipment. Energy Star computers, monitors, and printers save energy by powering down and going to “sleep” when not in use, resulting in a reduction in electrical bills and pollution levels.

MBE – a Minority Business Enterprise certified by the State Office of Minority and Women Business Assistance (SOWMBA).

Post-consumer Content - Products generated by a business or consumer which have served their intended end uses, and which have been separated or diverted from solid waste for the purpose of collection, recycling and disposition.

Pre-consumer Materials (also known as Post-Industrial) are generated by manufacturers and product converters. Instead of being trashed, the materials such as trimmings, damaged or obsolete products or overruns are collected and incorporated into a manufacturing process.

Price Preference - When a government agency, municipality or department, or any other entity is willing to pay a higher price (usually 5 - 10%) for recycled or environmentally preferable products.

Recycled Products means goods which contain materials which have been diverted from the solid waste stream, including post-consumer materials, and materials and/or by-products generated in industrial processes, or which have been wholly or partially remanufactured.

Recovered Materials are waste materials and byproducts which have been recovered or diverted from solid waste, including post-consumer materials and materials generated in industrial processes.

Remanufactured Products are those products or equipment partially or fully manufactured from existing product materials where such materials are cleaned and repaired to the extent possible and reused in the new product or equipment. All unusable parts are to be removed and replaced with new or remanufactured parts which meet OEM standards.

Recyclability - The ability of a product or material to be recovered from or otherwise diverted from the solid waste stream for the purpose of recycling.

“Unreasonable Price” - Prices for recycled paper goods may be considered “unreasonable” if the cost is greater than 10% of the lowest responsive virgin material bid. However, for other products, please remember that purchasers should consider the cost of maintenance, frequency of replacement and disposal costs, in addition to the purchase price, to get the “true” or “life-cycle” cost of a product.

WBE – a Women’s Business Enterprise certified by the State Office of Minority and Women Business Assistance (SOWMBA).

W/MBIA – a Minority and Women’s Business Enterprise certified by the State Office of Minority and Women Business Assistance (SOWMBA).



Recycled Product Resources

Writing specifications and identifying opportunities for procuring environmentally preferable products can sometimes be difficult and time consuming. Below is a list of resources which may be helpful in developing a buy recycled program or in locating recycled products.

Operational Services Division (OSD)

With 2 full-time staff people dedicated to environmental procurement issues and a **Resource Library** of vendor and product information, OSD can help you design a program, prioritize your efforts and write a bid. OSD also has **various recycled products fact sheets** for paint, oil, toner cartridges, paper, anti-freeze, envelopes, office supplies and others. These fact sheets are available free of charge. Call Marcia Deegler, Environmental Purchasing Program Manager, at (617) 720-3356 or Dmitriy Nikolayev, Environmental Purchasing Project Specialist, at (617) 720-3351, or find information about products, contracts, and upcoming events by accessing the Internet at: <http://www.state.ma.us/osd/enviro/>

State Sustainability Program

The Massachusetts State Sustainability Program, based in the Executive Office of Environmental Affairs, was formed by Executive Order No. 438 in July of 2002 to help state agencies minimize the environmental impacts of their operations and activities, and to promote innovative sustainable practices in Massachusetts. For more information on the Program and the efforts of State Sustainability Council please visit them on the web at www.mass.gov/envir/sustainable/.

The Center for a New American Dream

The Center for a New American Dream is a non-profit organization formed to help Americans assume responsibly to protect the environment, enhance quality of life, and promote social justice. The Center exists to create that positive impact. They work with individuals, institutions, communities, and businesses to conserve natural resources, counter the commercialization of our culture, and change the way goods are produced and consumed. More specifically they have worked with the Massachusetts EPP Program to assist in coordinating procurements and contract language for various environmental products. For more information on The Center, visit them on the web at www.newdream.org.

Trade Associations

Many trade associations exist which can be helpful in providing information about recycled products and identifying local vendors. Below is list of some of these associations, but for a more comprehensive list, call OSD.

- **American Forest & Paper Association** (800) 878-8878
- **American Plastics Council** (800) 243-5790
- **Tire Retread Information Bureau** (408) 372-1917
- **Steel Recycling Institute** (508) 266-1847

Other

There are many other places to get information on recycled products, including:

- The yellow pages may provide listings of recycled product vendors in your area
- Your own vendor, who may offer the very recycled products you are looking for
- Other agencies or municipalities - check with neighboring purchasers to learn of their success with recycled product purchasing
- Massachusetts EPP Procurement web page (www.mass.gov/epp)

Recycled Content Product Purchasing Report

Department _____

Purchaser _____

City / Town _____

Phone # _____

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